I. Introduction for 2014 RPS Reporting

The California Energy Commission's Renewables Portfolio Standard (RPS) 2014 reporting due date for load-serving entities (LSEs) is July 1, 2015. The use of the Western Renewable Energy Generation Information System (WREGIS) is required for retail sellers and publicly owned utilities (POUs) to track and report their RPS procurement as part of California's RPS compliance. The tables below summarize the reporting requirements and the specific reports and/or forms that must be submitted to the Energy Commission to fulfill the 2014 reporting requirements.

Energy Commission RPS Reporting Requirements for <u>all</u> LSEs; due July 1, 2015

Reporting Requirement	Form/Report To Submit	How To Submit
RPS claims	WREGIS State/Provincial/Voluntary Compliance Report	The Report is emailed from WREGIS to the Energy Commission. See Section III. A. 4. below for detailed instructions.
Attestation for 2014 RPS claims	WREGIS State/Provincial/Voluntary Compliance Report and WREGIS e-Tag Summary Report Attestation Form	Download form from Energy Commission website http://www.energy.ca.gov/portfolio/documents/rps_verification.html. Fill in the reporting year, titles of reports being attested to, authorized officer or agent and load serving entity information, sign and date. Email the signed form to RPSTrack@energy.ca.gov or mail a hardcopy to the address on the Instructions page of the form.[1]
Vintage 2012 or 2013 RPS claims not available in WREGIS (POUs only) or prior period adjustment corrections	CEC-RPS-Track	Download form from Energy Commission website http://www.energy.ca.gov/renewables/documents/index.html#rps. Fill in claims information. Email the signed form to RPSTrack@energy.ca.gov or mail a hard copy to the address on the Info page of the form.

---

[1] In anticipation of the adoption of the *RPS Eligibility Guidebook, Eighth Edition*, the Energy Commission anticipates that the signed attestations of RPS reporting forms will be accepted in PDF format submitted by email, or in hardcopy submitted by mail or delivered directly. Please see the current RPS Eligibility Guidebook for requirements in effect at this time. This applies to each RPS reporting form submitted by an LSE.

RPS Reporting Requirements for POUs only; due July 1, 2015

Reporting Requirement	Form/Report To Submit	How To Submit
POU Compliance Report	CEC-RPS-POU	Download form from Energy Commission website http://www.energy.ca.gov/renewables/documents/index.html#rps. Fill in the required information. The tabs of the spreadsheet are color coded. All POUs fill out the blue tabs, and all POUs except POUs that qualify for 399.90 (j), 3204 (a)(8) and 3204 (a)(9) fill in green tabs. POUs that qualify for 399.90 (j) fill in red tabs, and POUs that qualify for 3204 (a)(8) and 3204 (a)(9) fill in purple tabs. Email the signed form to RPSTrack@energy.ca.gov or mail a hard copy to the address on the Info page of the form. [2]
Hourly meter and hourly final schedule data (if applicable)	CEC-RPS-Hourly	Download form from Energy Commission website http://www.energy.ca.gov/renewables/documents/index.html#rps. Fill in hourly meter and final schedule data. Email the signed form to RPSTrack@energy.ca.gov or mail a hard copy to the address on the Info page of the form.

RPS Reporting Requirements for POUs only; due 30 days after the CA e-Tag Report is available for use in WREGIS

Reporting Requirement	Form/Report To Submit	How To Submit
E-Tag Data	CA e-Tag Report (Not the Matched e-Tag Report)	The Report is emailed from WREGIS to the Energy Commission. See Section III. A. 5. below for detailed instructions.
E-Tag Data	CEC-RPS-e-Tag form	Download form from Energy Commission website

---

[2] In anticipation of the adoption of the *RPS Eligibility Guidebook, Eighth Edition*, the Energy Commission anticipates that the signed attestations of RPS reporting forms will be accepted in PDF format submitted by email, or in hardcopy submitted by mail or delivered directly. Please see the current RPS Eligibility Guidebook for requirements in effect at this time. This applies to each RPS reporting form submitted by a POU.

| not available in WREGIS | | http://www.energy.ca.gov/renewables/documents/index.html#rps. Fill in e-Tag data and information on the matching WREGIS or RPS Track claims. Email the signed form to RPSTrack@energy.ca.gov or mail a hard copy to the address on the Info page of the form. |

RPS Reporting Requirements for Generators; due 30 days after adoption of the *RPS Eligibility Guidebook, Eighth Edition.*

Reporting Requirement	Form/Report To Submit	How To Submit
Fuel use and Generation data from facilities that use one or more non-renewable fuels, or with generation that was not tracked in WREGIS during the 2014 calendar year.	CEC-RPS-GEN	Submitted to the Energy Commission by the facility or facility owner. Download form from Energy Commission website http://www.energy.ca.gov/renewables/documents/index.html#rps. Fill in monthly generation and fuel use data. Email the signed form to RPSTrack@energy.ca.gov or mail a hard copy to the address on the Info page of the form. [3]
Functionally dedicated pipeline biomethane data	CEC-RPS-FDP	Submitted to the Energy Commission by the facility or facility owner. Download form from Energy Commission website http://www.energy.ca.gov/renewables/documents/index.html#rps. Fill in monthly generation data. Email the completed form to RPSTrack@energy.ca.gov. Mail or deliver the form's signed attestation to the address on the Info page of the form.
Pipeline	CEC-RPS-Biomethane (or	Submitted to the Energy Commission by the

---

[3] In anticipation of the adoption of the *RPS Eligibility Guidebook, Eighth Edition*, the Energy Commission anticipates that the signed attestations of RPS reporting forms will be accepted in PDF format submitted by email, or in hardcopy submitted by mail or delivered directly. Please see the current RPS Eligibility Guidebook for requirements in effect at this time. This applies to each RPS reporting form submitted by an RPS-certified facility.

biomethane data	CEC-RPS-CPP)	facility or facility owner. Download form from Energy Commission website http://www.energy.ca.gov/renewables/documents/index.html#rps. Fill in all requested information. Email the completed form and supplemental documentation to RPSTrack@energy.ca.gov. Mail or deliver the form's signed attestation and non-electronic supplemental documentation to the address on the Info page of the form.

There have been a few changes to the reporting process for POUs since the 2013 reports were submitted. These changes include:

1) An updated POU Compliance Report (CEC-RPS-POU form) was posted on the Energy Commission's website for the second compliance period. The years have been updated, but all other functionality has stayed the same. Please note that only new/amended contracts need to be reported.

2) Reporting of e-Tag data is postponed until 30 days after a new WREGIS report, the CA e-Tag Report, is available. POUs must use the CA e-Tag Report to report 2014 e-Tag data that is available to be reported in WREGIS. The Energy Commission will no longer accept the Matched e-Tag Report.

3) POUs may use the interim tracking system to report non-aggregated claims with a vintage generation date of December 2013 and earlier if the generation was not tracked in WREGIS. POUs and retail sellers may also use the CEC-RPS-Track form upon request, but only to correct errors in generation reporting as a result of a WREGIS prior period adjustment.

II. Introduction to WREGIS Generator Registration and Reporting

Information about registering a generating facility with WREGIS can be found on the WREGIS website at www.wregis.org by selecting "Joining WREGIS." Training slides are available on the WREGIS website at: https://www.wecc.biz/TrainingAndEducation/Pages/WREGIS.aspx. Contact the WREGIS Help Desk at 888-225-4213 for additional assistance.

III. Reporting for Retail Sellers and POUs

A. Initial Steps for Using WREGIS

The LSEs must report annually to the Energy Commission on the number of RPS eligible RECs they retire for the RPS for the previous calendar year. POUs must additionally report information regarding energy scheduled into a California Balancing Authority (CBA), either from an RPS-certified facility not directly connected to a CBA or from a facility providing incremental electricity scheduled into a CBA to firm and shape renewable energy, along with the REC claims. To prepare for reporting this information to the Energy Commission, each LSE should ensure it has completed and submitted an Account Holder Disclosure Authorization

release form to WREGIS authorizing WREGIS to release its company's RPS compliance information to the Energy Commission. Retail sellers, in addition to authorizing WREGIS to release information to the Energy Commission, must authorize WREGIS to release information to the California Public Utilities Commission (CPUC). The WREGIS authorization form can be downloaded from the WREGIS website.

In the Disclosure Information section of the Account Holder Disclosure form, please include RPSTrack@energy.ca.gov as the contact e-mail address. This is the e-mail address that all WREGIS reports should be sent to. Please list Theresa Daniels as the contact name and (916) 654-4669 as the contact phone number.

Instructions for the following steps for using WREGIS for RPS compliance are provided in Appendix A. WREGIS Reporting Instructions in the Seventh Edition of the *RPS Eligibility Guidebook*.[4]:

1. Instructions for **creating designated "CA RPS" retirement subaccounts** - For 2014 reporting, the retirement subaccount should be named depending on the LSE type and the expected REC Product Category Classification (PCC).

    a. POUs within a CBA, the retirement subaccounts must be named:

        i. 2014 CA RPS PCC0

        ii. 2014 CA RPS PCC1

        iii. 2014 CA RPS PCC2

        iv. 2014 CA RPS PCC3

    b. POUs not within a CBA, the retirement subaccounts must be named:

        i. 2014 CA RPS PCC0

        ii. 2014 CA RPS BNDL

        iii. 2014 CA RPS TREC

    c. The retirement subaccount name for retail sellers must be:

        i. 2014 CA RPS RTSL

2. Instructions for **retiring WREGIS Certificates** into retirement subaccounts – To retire a WREGIS Certificate for RPS compliance, you must retire the Certificate(s) by transferring them from your Active Subaccount to the appropriate Retirement Subaccount for that reporting year. Follow the instructions for a certificate transfer in the WREGIS training slides https://www.wecc.biz/Administrative/WREGIS%20User%20Training%20Slides.pdf. You must select Forward Certificate Transfer, Standing Order Transfer, or One-Time

---

[4] Once the *RPS Eligibility Guidebook, Eighth Edition*, is adopted by the Energy Commission, the WREGIS reporting instructions can be found in Section VI. Annual LSE Reports in the *RPS Eligibility Guidebook, Eighth Edition.*

Transfer, as appropriate. Additionally, Forward Certificate Transfers and the Standing Order Transfers can be set up for contracts executed before January 1, 2005, that do not contain explicit terms and conditions specifying the ownership or disposition of the RECs, and contracts executed after January 1, 2005, pursuant to the federal Public Utility Regulatory Policies Act of 1978. Setting up these automatic certificate transfers will ensure that procurement from these contracts is not traded and is counted toward the retail seller's or POU's RPS obligations. To retire certificates:

a. Identify the desired Generating Unit(s) and Generation Month(s) representing the certificates you wish to retire by checking the box(es) next to it. Enter the certificate quantity (number of certificates – fixed amount only) from the batch(es) that you wish to transfer to your CA RPS retirement subaccount, if needed. Select the "Batch Transfer" at the top of the screen, and click the "Retirement" radio button.

b. In the drop-down box of retirement subaccounts in the retirement section, select the retirement subaccount you created for a specific reporting year.

c. Under "Retirement Type," select the box next to "Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard."

d. Under "Retirement Details," select "California" for "State/Province" and select the specific reporting year for "RPS Compliance Period."

e. Under "Reason," the options to select are "In-State Power/Province Resource" or "Out of State/Province Power Purchase." Because SB X1-2 distinguishes Certificates between facilities interconnected to a California balancing authority (CBA) and those not interconnected to a CBA, for purposes of SB X1-2 and until a potential change is made to the menu selections in WREGIS – the option "In-State Power Purchase" should be selected for WREGIS certificates from facilities interconnected (directly connected) to a CBA. The option "Out of State/Province Power Purchase" option should be selected for WREGIS certificates from facilities not interconnected (not directly connected) to a CBA. In some cases the applicable deliveries may not be available in WREGIS, load serving entities must report any Out of State/Province Power Purchases using WREGIS, but in these cases you should select "Out of State/Province Power Resource – NERC E-Tag Not Available in WREGIS," and submit delivery information using the CEC-RPS-e-Tag form.

f. Select "Submit."

3. Instructions for **importing e-Tags** into your account – A summary of the process is provided below. This only applies to LSE's who must demonstrate final e-Tag schedule data for PCC1 and PCC2 claims as part of their RPS compliance. Please note that retail sellers should follow these instructions but submit their e-Tag Summary Reports to the CPUC instead of the Energy Commission. Additionally, you must follow the WREGIS NERC e-Tag Training guidelines located on the WREGIS website at: https://www.wecc.biz/TrainingAndEducation/Pages/WREGIS.aspx.

a. For the e-Tags to be imported into WREGIS, the e-Tags must contain both the appropriate Purchasing-Selling Entity (PSE) code for the Load-Serving Entity to which the energy is scheduled, and the generator's RPS identification (ID) number.

b. The WREGIS Administrator adds Purchasing Selling Entity (PSE) Codes to your WREGIS account by written request (either mail or email) to the WREGIS Administrator. These codes can be obtained from your scheduler.

c. Your scheduler must enter your RPS-eligible facilities' RPS identification number in the Misc. field of the Physical Path of the e-Tags when scheduling energy delivery into California that you plan to match with WREGIS Certificates for retirement for RPS compliance. The RPS ID number is provided by the Energy Commission and is located Energy Commission's website at http://www.energy.ca.gov/portfolio/documents/rps_certification.html.

d. The e-Tags available in your account may be viewed in the "NERC e-Tag Summary Report" in the "Account Holder Reports" module. If you have requested the service but do not see any tags in your account, please check with your schedulers to ensure that the tagging guidelines have been followed.

4. Instructions for **filing a State/Provincial/Voluntary Compliance Report**

a. Select the "State/Provincial/Voluntary Compliance Report" from the "Account Holder Reports" module on the left side of the WREGIS Login page.

b. Specify the retirement month and year. Use the drop-down boxes to select "From Month/Year" "To Month/Year." The month/year selected needs to be the month/year during which the certificates were retired, NOT the vintage month/year.

c. Under "Retirement Subaccounts," select the retirement subaccounts that contain the WREGIS Certificates that you have retired to demonstrate compliance with the California RPS program for the appropriate reporting year.

d. Under "Retirement Type," select "State/Provincial Portfolio Standards."

e. Double-check your report to ensure that all information is correct and complete. The State/Provincial/Voluntary Compliance Report only needs to contain the headers below; additional columns will be removed:

   i. Account Holder

   ii. SubAccount

   iii. Subaccount ID

   iv. Retirement Reason

   v. State/Province

   vi. Certification #

  vii. Compliance Period

  viii. WREGIS GU ID

  ix. Generator Plant-Unit Name

  x. Fuel Type

  xi. Vintage Year/Month

  xii. Certificate Serial Numbers

  xiii. Quantity

  xiv. eTags

  xv. Duration - Start Date

  xvi. Duration - End Date

  xvii. AZ – UT State Eligibility

  xviii. Green-e Energy Eligible

  xix. Ecologo Certified

  xx. Hydro Certification

  xxi. SMUD Eligible

  xxii. e-Tag Matched

  xxiii. Action Date

f. Click the icon 👤⬇ on the upper far right of your State/Provincial/Voluntary Compliance Report to "Export." This will open a pop-up screen titled "Report Export Request."

g. The report with 2014 RPS claims must be submitted electronically to the Energy Commission by July 1.

h. Select "Email" radio button at the top of the pop-up window and "CSV" at the bottom by "Report Format." Enter the following contact information:

    RPSTrack@energy.ca.gov

  i. Retail Sellers ONLY – also send reports to:

    rpscompliance@cpuc.ca.gov

  ii. Select "Request" to submit.

5. Instructions **for filing a NERC e-Tag Summary Report** – This reporting is postponed until 30 days after the CA RPS e-Tag Report is available in WREGIS. An email will be sent to the Energy Commission's Renewable list serve informing POUs of the e-Tag data

reporting due date once the report is available in WREGIS. A summary of the e-Tag reporting process is provided below.

POUs with PCC1 claims from non-CBA facilities and/or PCC2 claims are required to submit a "CA RPS e-Tag Report" to report e-Tags that are matched with claims in the "State/Provincial/Voluntary Compliance Report." Please confirm that your e-Tags are in your account before filing your State/Provincial/Voluntary Compliance Report. A summary of the reporting process is provided below.

a. Go to www.wregis.org and log in to your account by selecting the "WREGIS Login" button on the left hand side of the page.

b. Select the "CA RPS e-Tag Report" from the "Account Holder Reports" module on the left side of your screen. The Energy Commission will no longer accept the "Matched e-Tag Report," or "Available e-Tag Summary Report".

c. Double-check your report to ensure that all information is correct and complete.

d. Click the icon 👥 on the upper far right of your NERC e-Tag Summary Report to "Export." This will open a pop-up screen titled "Report Export Request."

e. Select "Email" radio button at the top of the pop-up window and "CSV" at the bottom by "Report Format." POUs enter the following contact information:

RPSTrack@energy.ca.gov

i. Retail sellers enter the following contact information:

rpscompliance@cpuc.ca.gov

ii. Select "Request" to submit.

B. Reporting using Interim Tracking System

The *RPS Guidebook* requires that all generation being claimed for the RPS be tracked in WREGIS by January 2014. The CEC-RPS-Track form may only be used by POUs reporting any non-aggregated claims with a vintage month and year of December 2013 and earlier that has not yet been reported and was not tracked in WREGIS.

The CEC-RPS-Track form may also be used, upon request, in limited situations where generation from a WREGIS prior period adjustment needs to be reported outside of WREGIS to accurately report the generation in the month and year that it occurred.

POUs are allowed to use the CEC-RPS-e-Tag form for reporting e-Tag data if the e-Tags are not available in WREGIS or if a third party is responsible for importing e-Tag data on behalf of a POU and, as a result, the POU is unable to provide e-Tag data to the Energy Commission using WREGIS. The CEC-RPS-e-Tag form can be found on the Energy Commission's webpage at [http://energy.ca.gov/portfolio/pou_rulemaking/documents/Final_Reporting_Forms/CEC-RPS-eTag.xlsx.](http://energy.ca.gov/portfolio/pou_rulemaking/documents/Final_Reporting_Forms/CEC-RPS-eTag.xlsx)